

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes

FROM:

C/OC-AMD

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

14 MAR 1985

14 MAR 1985

Am

EXA - G

2.

DD/CO

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3.

OC-MLS

14 MAR 1985

3 APR 1985

seen

4.

OC-EXA

14 MAR 1985

G

5.

OC/OL/ISC

Archiving

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15.

CONFIDENTIAL

OC 12217-85

13 MAR 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 4-8 March 1985

1. During the week, Panel N experienced a loss of 1 technician. Panel MCN is currently 29 technicians under strength. Panel MCD had 3 EOD's. The Panel is now 84 employees over authorized ceiling. There are 88 EOD students in training, while 18 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the training status of EOD students, Panel MCD is currently 24 personnel under strength.

4. The following award presentations were made by the D/CO:

25X1 a. On 27 February, the Certificate of Merit was presented to [redacted] in recognition of his 26 years in the Office of Communications as a productive and dedicated officer in a variety of positions from a Technician to Electronic Specialist.

25X1 [redacted] retired 3 January 1985.

25X1 WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

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SUBJECT: OC-AMD Staff Notes - 4-8 March 1985

25X1 b. On 27 February, the Certificate of Merit was presented to
25X1 [redacted] in recognition of his 27 years in OC as a
25X1 productive and dedicated officer in a variety of positions from CT/C
25X1 Technician to Telecommunications Officer. [redacted] retired 16
25X1 August 1984.

25X1 c. On 1 March, the Certificate of Distinction was presented to
25X1 [redacted] in recognition of his 25 years in OC as an
25X1 Electronic Specialist. [redacted] retired February 1984.

25X1 d. On 4 March, the Certificate of Merit was presented to
25X1 [redacted] in recognition of his sustained superior
25X1 performance of duty during the crisis [redacted]
25X1 [redacted]

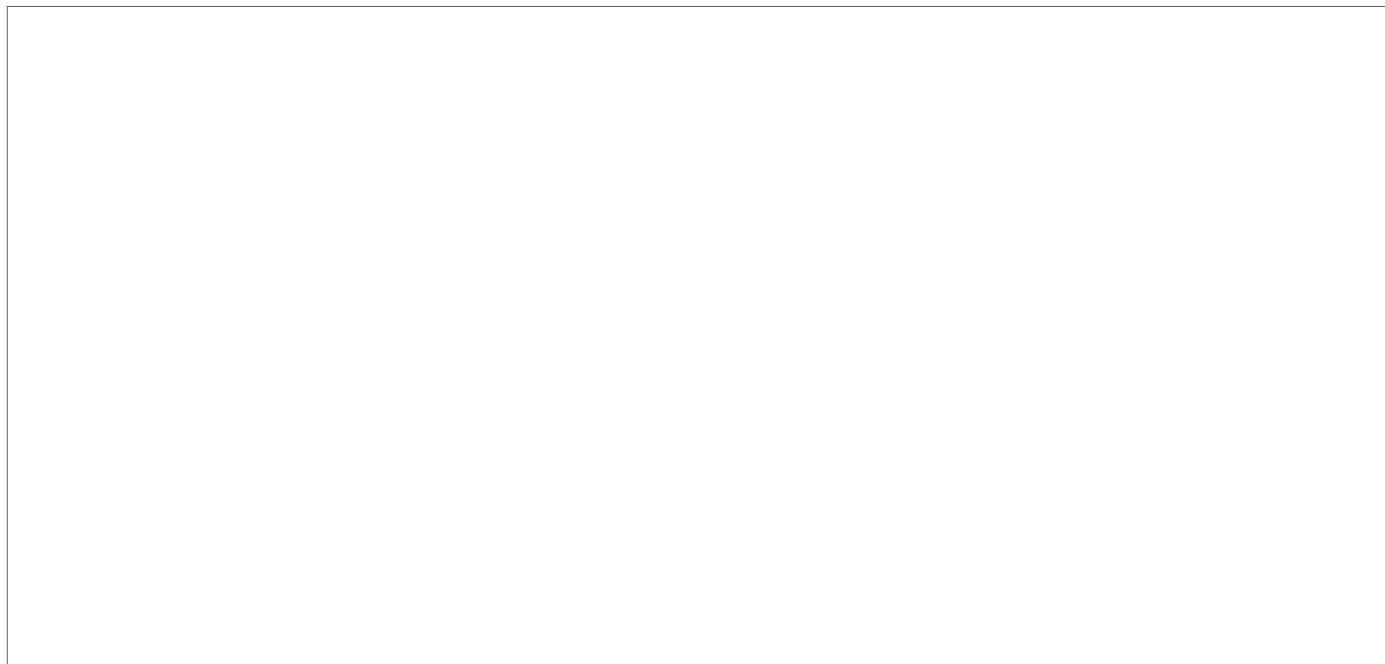
25X1 e. On 4 March, Certificates of Appreciation were presented to
25X1 [redacted] in
25X1 recognition of their outstanding support as a Keyworker for the 1985
25X1 Consolidated Fund Campaign [redacted]
25X1 [redacted] were not present for the
25X1 presentations. Their certificates have been forwarded to their
25X1 respective Divisions for presentations.

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25X1



10. The Instructional Support Department (ISD) received four new IBM PC computer systems to be used for Computer Based Training (CBT) applications. Although the IBM PC's will not deliver highly sophisticated courseware, the ISD staff is currently evaluating some of the less sophisticated courseware available commercially for use in the Communications School curriculum. Less sophisticated "course authoring" programs are also being evaluated for possible use by ISD staffers for developing in-house CBT courseware on applicable subject matter.

25X1

11. ISD contacted [redacted] to arrange for an on-site Criterion Referenced Instruction (CRI) workshop to train CS Instructors and Instructional Designers in support of CS CRI efforts. The workshop is tentatively scheduled for three weeks in June 1985 and will accommodate a maximum of 10 students.

12. On 8 March, the Hewlett-Packard computer division demonstrated their Precision Graphics Computer. The system is to be left at CS until 11 March. This system has been made available to all CS staff for their use and evaluation.

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13. The CS's Video Production Specialist met with [redacted] personnel to discuss the details of a video tape to be made on the operation of the disintegrator. A script and shooting schedule will be developed from the information.

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14. A snag has developed at CS in the procurement of the remainder of the video duplication system. Procurement Management Staff, OL, has put Panasonic on their list of foreign-owned companies with whom we cannot deal. Paperwork is being initiated to obtain a waiver of this regulation based on the fact that the CS request is to add to an existing system and is not a replacement for the present system

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16. Representatives from OC-AMD participated at the Watch Officer Conference held at [redacted] on 8 March.

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17. C/CDTG addressed the students of Class 2-85 on their first day of training on 11 March. Subsequently, a visit to [redacted] facility was made with [redacted]

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19. C/CDTG/CDB attended the DDA Training Officers meeting, 5 March, at Headquarters. At the meeting, [redacted] Chief, Management/Administration Division, OTE, presented an overview of the "Looking Glass Simulation Workshop", a one-week course conducted [redacted] for mid- to upper-level managers. Additional subjects were addressed concerning the submission of training requests, correct formats for nomination, etc.